File Storage

In order to locate and retrieve files quickly, you should organize your directories by file type, use descriptive file names, and store files in the appropriate drives and directories.

File Locations

You can store your work on several local and network file locations.

Local Drives

Local drives include floppy drives (drives A and B) and your computer's hard drive (drive C). *Floppy drives* allow you to store files on 5.25-inch or 3.5-inch floppy disks. These disks can be used to back-up important files or transport files to other PCs.

Floppy drives

Your PC also has a *hard disk drive* sealed inside it. Files that are stored on your computer's hard drive cannot be accessed by users working at other machines.

Network Drives

When you log in to the IHS Banyan LAN, you have two additional places to store your files. *Network drives* include drives designated for personal (drive U) and public (drive O) files. These drives are located on a centrally located PC, called a *file server*.

Everyone on the IHS Banyan LAN has a personal directory assigned to them, called *drive U*. Drive U is not a physical disk drive; it is a

subdirectory with your initials that was set up by your Network Administrator. When you file data on drive U, other users cannot access it unless they know your login ID and password.

Each office at HQE has its own directory, called *drive O*. This drive is actually a subdirectory with the your component's name that was created by your Network Administrator. When you file data on drive O, only users within your organizational component can access it. Drive O lets you share and exchange information and files with users in your office.

File Organization

Directories and subdirectories on network drives are named and organized by file type. For instance, your personal directory is organized as follows:

Drive	Directory	Contents
u:	\db	Personal database data.
	\hg	Personal graphics data.
	\ss	Personal spreadsheet data.
	\wp	Personal word processing data.

> **note** It may be helpful to organize the directories and subdirectories on your local drives by file type.

File Names

A *file name* is made up of a base name and an extension, separated by a period (e.g., BANYAN.DOC). *Extensions* are typically used to identify the file type. For example, Word document files have DOC extensions, while Access database files have MDB extensions.

The rules for naming files are as follows:

< The base name can contain up to eight characters and extensions can contain up to three characters.

< These characters cannot be used: " . / \ : [ ] < > | + ' . ? space

< The extension is optional. If no extension is specified, omit the period.

<   Be consistent when creating and using your own extensions.